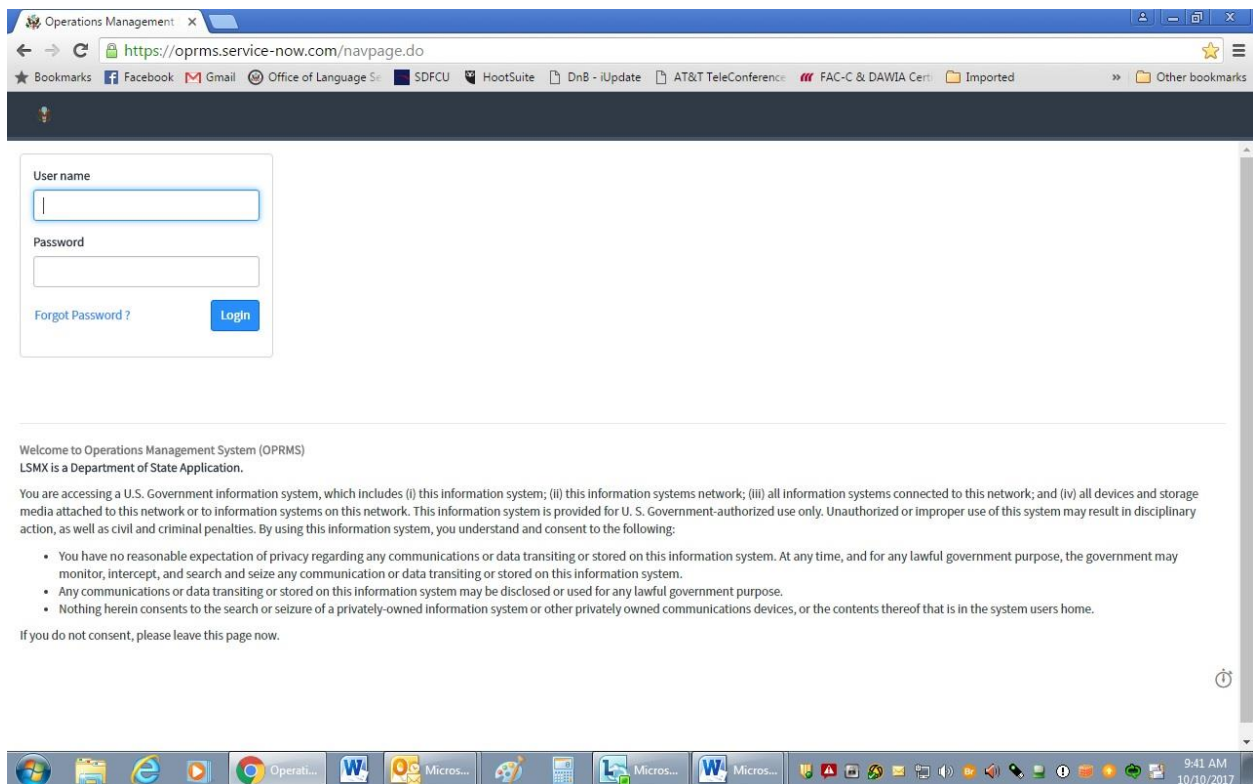


Accepting Your LS Blanket Purchase Agreement in LSMX

1. Log in to LSMX at <https://oprms.service-now.com/navpage.do>.
 - Your User Name is the e-mail address you provided to LS when you became a contractor. If you are not sure which e-mail address you used, please contact Darlee Washington (washingtndx@state.gov; 202-736-9032).
 - If you have never logged in to LSMX before, please e-mail OPRMS-Support@state.gov to request a password.
 - If you have logged in before but forgotten your password, click on “Forgot Password?”



The screenshot shows a web browser window with the address bar displaying <https://oprms.service-now.com/navpage.do>. The browser's bookmark bar includes links to Facebook, Gmail, Office of Language Services, SDFCU, HootSuite, DnB - iUpdate, AT&T TeleConference, FAC-C & DAWIA Cert, and Imported. The main content area features a login form with the following elements:

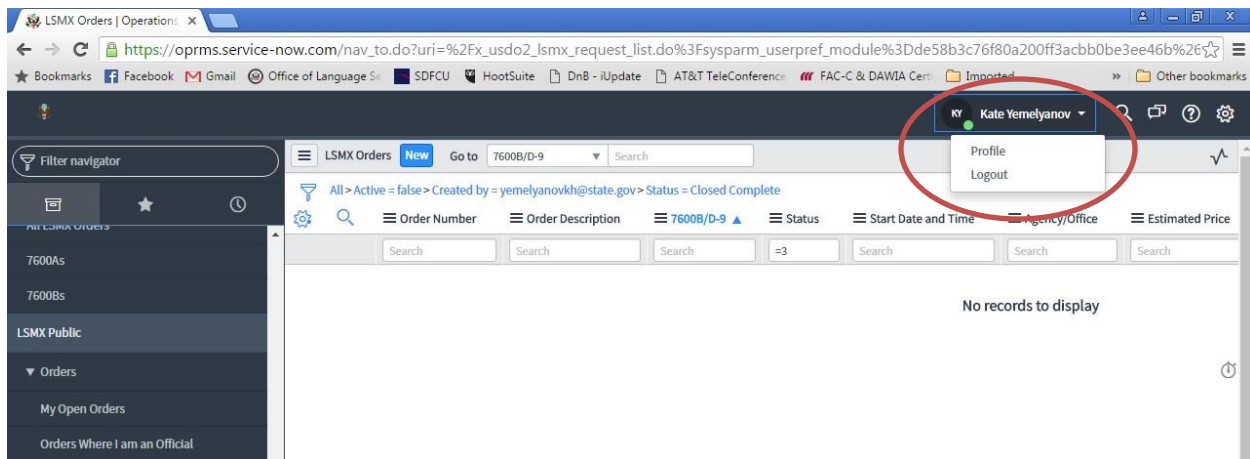
- A "User name" label above a text input field.
- A "Password" label above a password input field.
- A "Forgot Password?" link below the password field.
- A blue "Login" button to the right of the password field.

Below the login form, a message reads: "Welcome to Operations Management System (OPRMS) LSMX is a Department of State Application." This is followed by a disclaimer: "You are accessing a U.S. Government information system, which includes (i) this information system; (ii) this information systems network; (iii) all information systems connected to this network; and (iv) all devices and storage media attached to this network or to information systems on this network. This information system is provided for U. S. Government-authorized use only. Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. By using this information system, you understand and consent to the following:"

- You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, and for any lawful government purpose, the government may monitor, intercept, and search and seize any communication or data transiting or stored on this information system.
- Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose.
- Nothing herein consents to the search or seizure of a privately-owned information system or other privately owned communications devices, or the contents thereof that is in the system users home.

A final note states: "If you do not consent, please leave this page now." The browser's taskbar at the bottom shows various application icons, including Chrome, Word, and Outlook, along with the system clock indicating 9:41 AM on 10/10/2017.

2. Click on your Name in LSMX and select “Profile” to open your Profile.



3. **IMPORTANT:** You will not be able to review the text of the new BPA and clauses in LSMX prior to signing electronically. Please review the [sample BPA and clauses posted on the LS website](#) under “Contractor Resources” before proceeding to the next step.
4. To accept and electronically sign your new Blanket Purchase Agreement from inside your LSMX Profile, click on “Generate BPA.”

A screenshot of the LSMX Profile page. The page has a header with "Resources" and a navigation bar with buttons for "Update", "Save", "Generate BPA", and "Reset Password". The "Generate BPA" button is circled in red. Below the navigation bar, there is a form with fields for User ID, First name, Last name, Resource Type (set to Contractor), Agency, Email, Business phone, Mobile phone, SAM Email, and SAM Phone. Below the form, there are tabs for "Interpretation", "Translation", "System of Award Management", "DOS Financial Information", "Biographic", and "Financial Tracking". The "DOS Financial Information" tab is selected, showing fields for BPA Number, Vendor code, and Obligation Code. At the bottom of the form, there are buttons for "Update", "Save", "Generate BPA", "Reset Password", and "Delete".

(Don't worry if the colors on your screen display differently. You will be able to see your own information – but we've whited out this individual's data to keep it private.)

5. It will take LSMX up to five minutes to generate a .pdf copy of your signed Blanket Purchase Agreement (BPA). Your screen will display something like this while you wait:

The screenshot shows the 'Resources' page in the LSMX system. A blue banner at the top contains the message: "BPA generation requested. Please allow 5 minutes for processing." This message is circled in red. Below the banner is a form with various fields for user information, including User ID, First name, Last name, Resource Type (set to Contractor), Agency, Email, Business phone, Mobile phone, SAM Email, and SAM Phone. The 'Generate BPA' button is visible in the top right corner.

6. Once your copy of the BPA is ready, it will display in your Profile. Now it is ready for you to download for your own records.

The screenshot shows the 'Resources' page with the BPA generation process complete. A blue banner at the top says: "This form has annotations - click (?) to toggle them - (click here to never show this again)". Below this, a section titled "Manage Attachments (1):" shows a single attachment: "BPA [rename] [view]", which is circled in red. The form fields for user information are still present. At the bottom, there are tabs for "Interpretation", "Translation", "System of Award Management", "DOS Financial Information", "Biographic", and "Financial Tracking". Below these tabs are fields for "BPA Number", "Vendor code", and "Obligation Code". At the bottom left, there are buttons for "Update", "Save", "Generate BPA", "Reset Password", and "Delete".

7. When you are finished in your LSMX Profile, log out of the system by selecting your name in the upper right hand corner and clicking "Logout."

The screenshot shows the 'LSMX Orders' page. In the top right corner, the user's name "Kate Yemelyanov" is displayed next to a dropdown arrow. This area is circled in red, and a dropdown menu is open showing the options "Profile" and "Logout". The page also shows a search bar, a filter navigator, and a table of orders with columns for Order Number, Order Description, Status, Start Date and Time, Agency/Office, and Estimated Price.